



Genoa City Farmers Market Vendor Application

Market Dates: May 26 - October 20, 2023 | Every Friday 3pm - 7pm

Please submit application and fee by April 1, 2023

1. CONTACT INFORMATION

Business Name _____

Contact Person: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Website: _____ Facebook: _____

Name as you would like it to appear on Marketing Materials: _____

Are you a Food Truck Vendor? ☐ Yes ☐ No (we limit two food trucks per week)

2. PRODUCTS

Please list product(s)/food being sold (or attach a product list): _____

3. FEES

- ☐ 12x12 space \$300 per season ☐ Additional 12x12 space \$175 per season (if available)
☐ Daily Fee \$25 per day (if available) Please indicate which day(s) you are interested in participating:
☐ Food Trucks will be charged daily fee \$25. Please indicate days participating:

Checks payable to: **Village of Genoa City** | Mail to: **PO Box 428, Genoa City, WI 53128**
or can be dropped off at **Village Hall, 755 Fellows Rd, Genoa City, 262-279-6472**

Payment must accompany application. An email will be sent to confirm your stall reservation.

4. A COPY OF YOUR CERTIFICATE OF INSURANCE MUST ACCOMPANY YOUR APPLICATION

5. MARKET LOCATION – Veteran's Park, 700 Fellows Rd, Genoa City, WI 53128

Vendor agrees to indemnify and hold harmless the Village of Genoa City, members of the board, employees or volunteers from any and all causes of action which may arise from the operation of the Farmers Market.

- I, the Vendor, grant permission to use any photos, videotape, etc. taken of me in any and all publicity and advertising promoting the Village of Genoa City Farmers Market.
- By submitting this application, I acknowledge that the Rules of Operation have been read and understood, and I will abide by the terms as presented.

Applicant Signature: _____ Date: _____ Page 1 of 2



Genoa City Farmers Market Vendor Rules of Operation

1. **Market Season:** Market Season will begin Memorial Day Weekend to Mid-October. The Market will operate every Friday from 3pm to 7pm. Vendors are expected to stay for the entire market hours. The Market is located in Veteran's Park at 700 Fellows Rd in Genoa City. Village of Genoa City reserves the right to close the Market in the event of severe, inclement, weather (*no refunds will be given*).
2. **Space Rental:** The fee is \$300 for the season for a 12x12 stall. Space Rental Fee is due with Farmers Market Application. Daily fee is \$25 due on or before the Market Day requested. Spaces will be marked and assigned by the Market Manager upon completed application and payment. Vendors are not allowed to move, switch, or change spaces without approval of the Market Manager.
3. **Market Set-Up/Close Procedures:** Vendors may unload at Veteran's Park starting at 2pm, no later than 2:30pm. (**No public selling can take place before 3pm.**) After unloading, trucks and vehicles must be parked at the Village Hall Parking Lot. (**Please, do not use the north side parking lot which is used for Police and Village Hall Employees only.**) All Vendors must keep their space open until Market closes at 7pm, please be packed up and have your area cleaned by 7:45pm. Vendors must supply their own tables, tents, chairs, cleaning supplies, and garbage bags. A large dumpster is available at the park for all garbage. *Leftover produce may not be placed in the dumpster or other trash bins.* If unable to attend one of the Market days, please contact the Market Manager. If more than 5 absences, it may result in the vendor no longer being allowed at the Market.
4. **Goods Allowed for Sale:** Vendors may sell house plants, cut or dried flowers, farm produce, meats, eggs, baked goods, canned goods and packaged goods, honey, crafts and accessories. All products sold must be homemade, handmade, or homegrown. **Direct sale and resale items are not accepted.** All food items must be labeled and processed in accordance with the State of Wisconsin Food Processing Standards and Licensing. All produce should be grown or produced by the Vendor or labeled accordingly. Organic items must follow Federal regulations to be labeled organic.
5. **Compliance with Local, State and Federal Laws:** All vendors are responsible for obtaining all necessary county or state health and/or other permits and licenses and are responsible for compliance with all state and federal food laws including proper labeling.
6. **No...**Smoking in the vendor stalls, consuming alcohol, driving in grass areas, pets in Veteran's Park.
7. **Marketing:** We will supply Farmers Market Signs to be placed at highly trafficked areas, Farmers Market will be displayed on the Village of Genoa City Digital Sign, Village of Genoa City Website and Facebook page, quarterly "Genoa City News" newspaper, Genoa City monthly Clerks Corner and notification in resident's utility bill. Word of mouth is the best way to promote our Farmers Market. Please spread the word!

Thank you for participating in the Genoa City Farmers Market!